

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA

**ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING AND VERIFYING
PLEADINGS AND PAPERS BY ELECTRONIC MEANS**

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ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING AND VERIFYING PLEADINGS AND PAPERS BY ELECTRONIC MEANS

I. REGISTRATION FOR THE ELECTRONIC FILING SYSTEM

- A. DESIGNATION OF CASES. All documents submitted for filing in this district shall be filed electronically using the Electronic Filing System (“System”) or shall be scanned¹ and uploaded to the System.² Unless otherwise permitted by these administrative procedures or unless otherwise authorized by the assigned judge, all documents submitted for filing in bankruptcy cases or adversary proceedings in this district must be either filed electronically using the System or submitted to the Clerk’s Office on CD/diskette as .pdf (“Portable Document Format”) files.³ Parties proceeding pro se shall not be required to file electronically. Non-registered claimants shall file the original paper copy of the proof of claim and attachments with the Court. Compliance with Neb. R. Bankr. P 5005-1 is required.
- B. PASSWORDS. Each attorney admitted to practice in the District of Nebraska shall be entitled to one System password from the Bankruptcy Court. The password permits the attorney to participate in the electronic

¹When scanning documents to be subsequently filed electronically, filing parties shall make certain their document(s) are no larger than 40 pages or 2MB, whichever is larger. All documents larger than 40 pages or 2MB shall be separated and scanned in portions not to exceed the 40 page limit. The document will be entered into the System as one pleading with attachments.

²“Electronic filing” means uploading a pleading or document directly from the registered user’s computer, using the Court’s Internet-based System, to file that pleading or document in the court’s case file. Sending a document or pleading to the court via e-mail does not constitute “electronic filing.”

³A document created with almost any word-processing program can be converted to .pdf. The .pdf program in effect takes a picture of the original document and allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links, and images intact.

retrieval and filing of pleadings and other papers in accordance with the System.

C. REGISTRATION.

1. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form, attached to these procedures as [Form A](#). This form is also available on our web site at www.neb.uscourts.gov.
2. All signed original Attorney Registration Forms shall be mailed or delivered to the United States Courts, 111 S. 18th Plaza, Suite 1125, Omaha, NE 68102.
3. To ensure that the Clerk's Office has correctly entered a registering attorney's Internet e-mail address in the System, upon certification of the specified requirements, the Clerk's Office will send the attorney an Internet e-mail message after assigning the attorney a password. The attorney may request the password by e-mail, telephone, regular first-class mail, or arrange to pick up his/her password at the Clerk's Office
4. If any of the information on the Attorney Registration Form changes, e.g., mailing address, e-mail address, etc., the attorney must submit an amended Attorney Registration Form addressed to the United States Courts, 111 S. 18th Plaza, Suite 1125, Omaha, Nebraska 68102. It is imperative that any changes to your e-mail address be immediately conveyed to the Court for update, so that electronic noticing is not interrupted.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. FILING

1. Registered participants shall file electronically all petitions, motions, pleadings, briefs, memoranda of law, or other documents required to be filed with the Court in connection with a case.
2. Notwithstanding the foregoing, parties and attorneys who are not participating in the System must submit documents in .pdf (portable document format) on a CD or diskette.
3. The Clerk's Office will not maintain a paper court file in any case (See Section III for Pro Se filers). The official court record shall be the electronic file maintained on the Court's server.
4. The movant shall contact the courtroom deputy by telephone as soon as possible after filing a pleading or document needing expedited treatment. Compliance Neb. R. Bankr. P. 9006 -1 is required.

- B. DOCUMENTS TO BE FILED UNDER SEAL. A motion to seal may be filed electronically; however, the actual document(s) to be filed under seal shall be filed conventionally. Compliance with Neb. R. Bankr. P. 5005 - 2 is required.

C. SERVICE

1. Whenever a pleading or other paper is filed electronically in accordance with these procedures, the System will generate a "Notice of Electronic Filing (NEF)" to the filing party and any other party who

is a registered user and has requested electronic notice in that case.⁴

Compliance with Neb. R. Bankr. P. 2002-1 (E) and 1007 -1 (B) is required.

2. Beginning December 1, 2005, all ECF participants will be receiving electronic notice only (except for the Section 341 Notice of First Meeting of Creditors) and will no longer be receiving an electronic notice (NEF) and a redundant paper notice provided through the Bankruptcy Noticing Center (BNC). Parties wishing to continue to receive redundant paper notices through the BNC must make a request, in writing, to the Clerk of Court.
3. A registered participant in the System may request the discontinuation of service by electronic notice in a particular case. Upon the Court's receipt of said request, the filing party will be administratively terminated in said case for the purpose of receiving notices. The filing party will no longer receive a "Notice of Electronic Filing" from the System nor will they receive notice by first class mail. Sample language for a "Request to Discontinue Service of Notices" is attached to these procedures as [Form B](#).

D. SIGNATURES

1. Petitions, lists, schedules and statements, amendments, pleadings, affidavits, and other documents which must contain original signatures

⁴To determine whether another party is a registered user, the filer can select the System's "Utilities" category, and then click on "Mailings," then click on "Mailing Information for a Case." The filer then enters the case number and clicks on "Submit" and the System information will appear, stating whether or not the filer must mail a copy or if the System will electronically generate one.

or which require verification under Federal Rule of Bankruptcy Procedure 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746, shall be filed electronically and may include, in lieu of the actual signature, e.g., s/Jane Doe. Compliance with Neb. R. Bankr. P. 9011-1 is required.

E. FEES PAYABLE TO THE CLERK

1. All users of the System are able to pay fees due via the Point of Sale technology on the internet. Fees are due at the time of filing and must be paid by the end of each day. If the incurred fees are not paid by the end of the day, your ECF account will be automatically locked and you will be unable to file online until all fees are paid in full.
2. In lieu of paying the filing fee or filing an installment application, an individual chapter 7 debtor may file an application for waiver of the filing fee along with the bankruptcy petition. The application must conform substantially to Official Form 3B. The judge may waive the chapter 7 filing fee for an individual debtor who: (a) has income less than 150 percent of the poverty guidelines last published by the United States Department of Health and Human Services (DHHS) applicable to a family of the size involved; and (b) is unable to pay that fee in installments.

F. ORDERS

1. The Clerk's Office will electronically file all orders and notices. **DO NOT SUBMIT A PROPOSED ORDER TO THE COURT UNLESS INSTRUCTED TO DO SO.** Compliance with Neb. R. Bankr. P. 9072-1 is required.
2. The following e-mail addresses have been established for the electronic submission of authorized proposed orders.
NEBml_orders_omaha@neb.uscourts.gov
NEBml_orders_lincoln@neb.uscourts.gov
3. All signed orders will be filed electronically by the Court or court personnel. Any order filed electronically without the original signature of a judge, but with the judge's electronic signature, has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

G. HEARINGS/TRIALS

1. A party may either appear in person in the courtroom or participate by telephone. It is the responsibility of counsel who are participating by telephone to inform the appropriate courtroom deputy, prior to the hearing, of the telephone number where they can be contacted for the hearing, if the telephone number is different from their regular business telephone number. Compliance with Neb. R. Bankr. P. 9013-1(J) is required.

2. Evidence offered at the hearing shall be presented by affidavit pursuant to Neb. R. Bankr. P. 9017-1.
- H. TITLE OF FILINGS/ENTRIES. An attorney who electronically files a pleading or other document shall be responsible for designating an entry title for the document by using one of the event categories prescribed by the Court.⁵
- I. CORRECTING DOCUMENTS FILED IN ERROR.
1. Once a document is submitted and becomes part of the case docket, corrections to the docket can only be made by the Clerk's Office. **Do not attempt to refile the document.**
 2. A document incorrectly filed in a case may be the result of attaching the wrong .pdf file to an entry, selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed.
 3. As soon as possible after you discover an error, contact the Clerk's Office. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised *if* you need to refile the document.
 4. In most instances, the errors are discovered by the Clerk's Office who will immediately serve a Deficiency Notice on the appropriate party. Compliance with Neb. R. Bankr. P. 9004-3 is required.

⁵Readers may view the "CM/ECF Event List for Attorneys" on the court's web site, http://www.neb.uscourts.gov/cmecf_general_information.htm

J. TECHNICAL FAILURES. The Clerk's Office shall deem the U.S. Bankruptcy Court, District of Nebraska's CM/ECF site subject to technical failure on any given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. Known system outages will be posted on our web site, if possible.

1. Problems on the filer's end, such as telephone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software problems, will not constitute a technical failure under these procedures nor excuse an untimely filing. A filer who cannot file a document electronically because of a problem on the filer's end must file the document in paper form or contact the Clerk's Office for permission to file the document provisionally via fax.
2. A filing party whose filing is made untimely as the result of a technical failure of the Court's CM/ECF's site may seek appropriate relief from the Court.

K. PRIVACY.

1. To comply with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, filing parties shall omit or, where inclusion is necessary, partially redact the required personal data identifiers from all pleadings, documents, and exhibits, whether filed electronically or in paper, unless otherwise ordered by the Court or required statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms. Compliance with Neb. R. Bankr. P. 1007-1(D) is required.

III. MISCELLANEOUS FILING REQUIREMENTS

A. EXHIBITS. Exhibits, including but not limited to leases, notes, and the like, which are not available in electronic form, may be filed on CD or diskette as .pdf files. Such documents, or the relevant portions thereof, should be electronically imaged (i.e., “scanned”) and saved as .pdf files.

B. PRO SE FILERS. Pro se filers shall file fully signed paper originals of all petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents, including the Statement of Social Security Number (Form 21), which must contain original signatures or which require verification or an unsworn declaration under any rule or statute. These documents will be scanned by the Clerk’s Office, and shall be permanently maintained in that office after scanning.

C. TAX RETURNS (Tax Documents).

Effective as to cases filed on or after October 17, 2005, that copies of the Federal income tax return (tax documents) required under applicable law (or at the election of the debtor, a transcript of such return) for the most recent tax year ending immediately before the commencement of the case and for which a Federal income tax return was filed, (1) shall not be filed with the Court unless otherwise ordered, (2) shall be provided to the trustee at least seven (7) days before the date first set for the first meeting of creditors, and (3) shall be provided to any creditor that timely requests such a copy. A paper copy of the tax documents must be served by mail, not fax, on the appointed Trustee. This applies to all Trustees except Kathleen Laughlin (Chapter 13 Trustee) and

Richard Myers (Chapter 7 Trustee). All Chapter 13 tax documents shall be electronically sent to Kathleen Laughlin at ecfclerk@ne13trustee.com. All tax documents for Richard Myers shall be electronically sent to sbrave@MGWL.com

D. CREDIT COUNSELING SERVICES AND CERTIFICATE OF COMPLETION.

In addition to the requirements in 11 U.S.C. § 521(a), 11 U.S.C. § 521(b) requires that a debtor(s), who is an individual, shall file with the Court a certificate and debt repayment plan (if applicable) from the approved nonprofit budget and credit counseling agency (approved agency listing found at www.usdoj.gov/ust/) that provided the credit counseling briefing required in 11 U.S.C. § 109(h). The Certificate of Completion of Credit Counseling must conform to the form at www.usdoj.gov/ust/.

E. FINANCIAL MANAGEMENT SERVICES AND CERTIFICATE OF COMPLETION. The Court shall not grant a discharge under § 727(a)(11) or § 1328 (g)(1) if the debtor(s) has not completed and filed with the Court, a certificate of completion of an approved (approved agency listing found at www.usdoj.gov/ust/) instructional course concerning personal financial management. The Certificate of Completion of Financial Management must conform to the form found at www.usdoj.gov/ust/. The Certificate of Completion of instructional course concerning personal financial management must be filed in all individual Chapter 13 and Chapter 7 cases even if the U.S. Trustee has not approved any agencies for the applicable district.

1. If the Certificate of Completion of the Financial Management Course is not timely filed (required even if exigent or exempt status is present) the

case may be closed without a discharge and a Motion to Reopen (with the full filing fee) may need to be filed to permit the filing of the certificate.

F. CERTIFICATION OF DOMESTIC SUPPORT OBLIGATION PAID (individual Chapter 13 and Chapter 12 cases). The Court shall not grant a discharge in a Chapter 13 nor a Chapter 12 case of a debtor who is required by a judicial or administrative order, or by statute, to pay a domestic support obligation unless such debtor certifies (attached as [Form E](#)) that all amounts payable under such order or such statute that are due on or before the date of said certification have been paid.

1. If a certificate that the Domestic Support Obligation is current is not timely filed, the case may be closed without a discharge and a Motion to Reopen (with the full filing fee) may need to be filed to permit the filing of the certificate.

G. AFFIDAVIT IN SUPPORT OF CONFIRMATION (attached as [Form F](#)) AND AN AFFIDAVIT IN SUPPORT OF DISCHARGE (attached as [Form G](#)) must be filed by the debtor or attorney for debtor at least five (5) days prior to the expiration of the Objection to Confirmation deadline and at least five (5) days prior to the Objection to Discharge deadline. If the affidavits are not filed, the Trustee may file an objection to confirmation and/or an objection to discharge.

IV. PROOF OF CLAIM

A. REGISTERED PARTICIPANTS. Registered participant(s) shall file proofs of claim (with all exhibits and attachments) electronically and serve appropriately.

- B. NON-REGISTERED PARTICIPANTS. Non-registered claimants shall file the original paper copy⁶ of the proof of claim and attachments with the Court or submit on a CD or diskette as .pdf files. Conventionally filed proofs of claim and all exhibits or supporting documentation will be scanned and uploaded to the System by the Clerk's Office. A summary of the exhibits may be submitted as part of the claim. Compliance with Neb. R. Bankr. P. 3002-1 is required.
 - C. FILING FROM A REMOTE LOCATION; LIMITED USE PASSWORD. Proofs of claim may be filed electronically by the person obtaining a limited use password from the Clerk's Office. Each participant must complete and sign an Application for Limited Use/Claim Password Form, attached to these procedures as [Form C](#).
 - D. SERVICE. The claimant may file a Certificate of Service with the notation that the exhibits are available upon request. This certificate, attached as [Form D](#), should be appended to the claim and submitted as a .pdf document
 - E. TRANSFER OR ASSIGNMENT OF CLAIM. The party filer must serve all transfers or assignments of claim on the Chapter 12 or Chapter 13 Trustee, the attorney for the Debtor or Debtor in Possession, and attorney for each official committee, if any. Compliance with Neb. R. Bankr. P. 3007-1(B) is required.
- V. PUBLIC ACCESS TO THE SYSTEM DOCKET
- A. PUBLIC ACCESS AT THE COURT. Electronic access to the electronic docket and documents filed in the System is available for viewing to the public at no

⁶Electronic submission of Proof of Claim is not mandatory under these administrative procedures.

charge at the Clerk's Office during regular business hours. A fee for a paper copy of an electronic document is required in accordance with 28 U.S.C. § 1930.

- B. INTERNET ACCESS. Although any person can retrieve and view documents in the System and access information from it without charge at the Clerk's Office, electronic access to the System for viewing purposes is otherwise limited to subscribers to the Public Access to Court Electronic Records ("PACER") System. The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing certain detailed case information, such as reviewing filed documents and docket sheets, but excluding review of calendars and similar general information.⁷
- C. CONVENTIONAL COPIES AND CERTIFIED COPIES. Conventional copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certification will be in accordance with 28 U.S.C. § 1930.

⁷According to a memorandum from the Administrative Office of the United States Courts dated November 21, 2004, non-judiciary CM/ECF users will be charged an access fee of eight cents per page starting on January 1, 2005 and applies to all electronic public access systems (CM/ECF, PACER, RACER, etc.). The 30 page cap on case-related documents and reports (excluding transcripts) will remain in effect, however, the maximum cost will be \$2.40.

The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Bankruptcy Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged eight cents per page.

FORM A

United States District and Bankruptcy Courts
District of Nebraska
ELECTRONIC CASE FILING SYSTEM ATTORNEY REGISTRATION FORM
PLEASE TYPE

This form shall be used to register for accounts on the Courts' Case Management/Electronic Files (CM/ECF) systems. Registered attorneys and other participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF systems. The following information is required for registration:

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

Additional E-Mail Address: _____

Does your E-mail Software support HTML messages? Yes _____ No _____

Please specify which court you are registering in:

☐ Both

☐ Bankruptcy

☐ District

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The systems are for use only in cases designated by the U.S. Courts for the District of Nebraska. The systems may be used to file and view electronic documents, docket sheets, and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney/participant's password issued by the court combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to immediately notify the court. The court will immediately delete the password from the electronic filing system and issue a new password.

3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011
4. I hereby authorize the U.S. Bankruptcy Court to make charge upon the credit card information I have provided for any applicable fees required in conjunction with filings I make. I understand that it is my responsibility to pay all applicable fees and my failure to do so may result in temporary loss of my login to the System.
5. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in the General Order notwithstanding Federal Rule of Bankruptcy Procedure 9036.
6. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
7. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent General Order, *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Please return to: U.S. Courts
District of Nebraska
Attn: ECF Attorney Registration
111 South 18th Plaza, Suite 1125
Omaha, NE 68102

Date

Attorney/Participant Signature

Your login and password will be sent to you by the Office of the Clerk by regular, first-class mail. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space provided below:

Firm Address: _____

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA

IN THE MATTER OF:)	
)	CASE NO.
)	
)	Chapter
)	
DEBTOR(S))	

REQUEST TO DISCONTINUE SERVICE OF NOTICES

PLEASE TAKE NOTICE that the undersigned appearing as counsel for _____, creditor and party-in-interest in the above-captioned matter, requests to be administratively terminated in this case for the purpose of receiving notices. The undersigned CREDITOR no longer wishes to receive notices from the Court, either in electronic form or by first class mail IN THIS CASE.

CREDITOR:

BY: _____

CERTIFICATE OF SERVICE

I hereby certify that on (DATE) , I caused filing of the foregoing with the Clerk of the Bankruptcy Court using the CM/ECF system, and further certify that on the same date I mailed by United States Postal Service, postage prepaid, the document to the non-CM/ECF participants named on the current matrix.

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA

**APPLICATION FOR LIMITED USE/CLAIM PASSWORD
FOR ELECTRONIC CASE FILING SYSTEM**

NAME: _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

ADDRESS: _____

CITY/STATE: _____

PHONE #: _____ FAX #: _____

E-MAIL ADDRESS: _____

BAR ID # (if applicable): _____ STATE OF _____

1. ***Pro Hac Vice* Application:** I affirm that I am admitted to practice in the United States Courts for the _____ District of _____ (applicable state) and that the information set forth above is true and correct.
2. **Claims or Other Limited Use Application:** I affirm that I am authorized to prepare and file Proofs of Claim on behalf of _____, and/or I am authorized to prepare and file Notice(s) of Appearance on behalf of _____, and/or am authorized to execute and submit Reaffirmation Agreements on behalf of _____.
3. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any declarations, verifications, proofs of claim, notices of appearance, assignments of claims, reaffirmation agreements, or other papers or documents filed by use of the password obtained pursuant to this Application (my password), for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal rules of Criminal Procedure and any applicable non bankruptcy law.
4. I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password, and all documents bearing the original signature of any signer on whose behalf I file the documents using my password, for a period of four years after the case or proceeding in which the papers are files has been closed.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the Court in writing, immediately.

6. I understand that it is my responsibility to notify the Court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
7. Registration as a Filing User constitutes: (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; (2) waiver of the right to service by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Service by electronic means is complete as set forth in the General Order notwithstanding Federal Rule of Bankruptcy Procedure 9036.
- VIII. By this registration, the undersigned agrees to abide by all the rules and regulations in the most recent General Order, *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* currently in effect, and any changes or additions that may be made to such Administrative Procedures in the future.

Please return to: **U.S. Bankruptcy Court**
 District of Nebraska
 Attn.: Director, Information Technology Services
 111 South 18th Plaza, Suite 1125
 Omaha, NE 68102

Applicant Signature

Date

APPROVED BY: _____

PASSWORD # _____ **DATE:** _____

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA

In re:

)
)
)
)
)
)
)

Case No.

SUMMARY OF EXHIBITS AND CERTIFICATE OF SERVICE

The following exhibits in reference to the _____ (Motion/Claim to be filed) _____ are available upon request:

1.....

2.....

3.....

Respectfully submitted

ATTORNEY FOR _____

Copy of the above served this
_____ day of _____, _____ on:

[respondent parties if motion]

[debtor's (s') attorney and trustee if claim]

FORM E

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA

IN THE MATTER OF:

DEBTOR(S)

)
)
)
)
)
)

CASE NO.

Chapter

Debtor's Certification of Domestic Support
Payments paid in full.

We certify that prior to the date of this statement I/We have paid all amounts due under any domestic support obligation as defined by 11 U.S.C. § 101 (14A).

I declare under penalty of perjury that the information provided is true and correct and that the Court may rely on the statement in continuing to process the case in normal course.

Dated: _____

/s/ _____
Debtor

/s/ _____
Debtor

FORM F

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA

IN THE MATTER OF:)	BK. NO.
)	
SSN: XXX-XX-0000)	CHAPTER 13
SSN: XXX-XX-0000)	
)	
Debtor(s))	

AFFIDAVIT IN SUPPORT OF CONFIRMATION

State of Nebraska)
)
County of _____)

The Debtor(s), _____ (Names) _____, in the above captioned case being duly sworn upon oath, deposes and state as follows: (Check all applicable statements)

1. The objections, if any, to confirmation have been resolved and I/We request that the Court confirm the most recently filed Chapter 13 Plan.

2. _____ A. Since the filing of this bankruptcy, I/We have not been required by a judicial or administrative order, or by statute to pay any domestic support obligation as defined in 11 U.S.C. §101(14A).

OR _____ B. I/We have paid all amounts that first became due and payable after the filing of this bankruptcy, which I/We am required to pay under a domestic support obligation [as defined in 11 U.S.C. §101(14A)] required by a judicial or administrative order, or by statute.

_____ **3.** I/We have filed with the proper taxing authorities, all Federal, State and local tax returns required by law to be filed for all taxable periods ending during the 4-year period prior to filing of this bankruptcy.

By signing this affidavit, I/We acknowledge that all of the statements contained herein are true and accurate and that the Court may rely on the truth of each of these statements in determining whether to confirm the Chapter 13 Plan. The Court may revoke confirmation of the Chapter 13 Plan if the statements relied upon are not accurate.

FURTHER AFFIANT(S) SAYETH NOT:

/s/

Debtor

/s/

Debtor

Subscribed and sworn to before me this the ____ day of _____, 200_.

/s/

Notary Public

My Commission Expires: _____, 200_.

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on ____ (date) ____, 200_, a true and correct copy of the Affidavit Requesting Confirmation and Resistance Notice was served on all creditors and parties in interest listed on the attached matrix by either first-class, U.S. mail or via the CM/ECF system of the United States Bankruptcy Court.

/s/

(Signature of person completing service)

FORM G

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NEBRASKA

IN THE MATTER OF:)	BK. NO.
)	
SSN: XXX-XX-0000)	CHAPTER 13
SSN: XXX-XX-0000)	
)	
Debtor(s))	

AFFIDAVIT IN SUPPORT OF DISCHARGE

State of Nebraska)
)
County of _____)

The Debtor(s), _____, in the above captioned case being duly sworn upon oath, deposes and state as follows: (Check all applicable statements and provide all required information)

1. The Chapter 13 Trustee has issued a Certificate of Final Payment in my/our case and I/We are requesting the Court to issue a discharge in this case.
2. I/We have completed and filed with the Court a Certificate of Completion, an instructional course concerning personal financial management described in 11 U.S.C. §111.
3. _____A. I/We have not been required by a judicial or administrative order, or by statute to pay any domestic support obligation as defined in 11 U.S.C. §101(14A) either before this bankruptcy was filing or at any time after the filing of this bankruptcy.

OR

[Note: If "B" is applicable, all information required in questions B.1 through 4 must be provided]

_____B.1. I/We certify that prior to the date of this affidavit I/We have paid all amounts due under any domestic support obligation [as defined in 11 U.S.C. §101(14A)] required by a judicial or administrative order, or by statute including amounts due before this bankruptcy was filed, to the extent provided for by the plan. The name and address of each holder of a domestic support obligation are as follows:

(NAME)

(ADDRESS)

____ B.2. My/Our most recent address is as follows:

(ADDRESS)

____ B.3. The name and address of my/our most recent employer(s) is as follow:

(NAME)

(ADDRESS)

____ B.4. The following creditors hold a claim that is not discharged under 11 U.S.C. §523 (a)(2) or (a)(4) or a claim that was reaffirmed under 11 U.S.C. §524(c):

(NAME)

(NAME)

4. _____ I/We have not received a discharge in a Chapter 7, 11 or 12 bankruptcy case within 4-years prior to filing this Chapter 13 bankruptcy.

5. _____ I/We have not received a discharge in another Chapter 13 bankruptcy case within 2-years prior to filing this Chapter 13 bankruptcy.

6. _____ A. I/We did not have either at the time of filing this bankruptcy or at the present time, equity in excess of \$125,000.00 in the type of property described in 11 U.S.C. § 522(p)(1)[generally the debtor's homestead]

OR

____ B. There is not currently pending any proceeding in which I [in an individual case] or either of us [in a joint case] may be found guilty of a felony of the kind described in 11 U.S.C. § 522 (q)(1)(A) or liable for a debt of the kind described in 11 U.S.C. § 522 (q)(1)(B).

By signing this affidavit, I/We acknowledge that all of the statements contained herein are true and accurate and that the Court may rely on the truth of each of these statements in determining whether to grant me/us a discharge in this Chapter 13 Bankruptcy case. The Court may revoke my discharge if the statements relied upon are not accurate.

FURTHER AFFIANT(S) SAYETH NOT:

/s/
Debtor

/s/
Debtor

Subscribed and sworn to before me this the ____ day of _____, 200_.

/s/
Notary Public

My Commission Expires: _____, 200_.

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on (Date) , 200_, a true and correct copy of the Affidavit Requesting Issuance of Discharge was served on all creditors and parties in interest listed on the attached matrix by either first-class, U.S. mail or via the CM/ECF system of the United States Bankruptcy Court.

/s/
(Signature of person completing service)